

# United States Probation and Pretrial Services Middle District of Tennessee

VACANCY ANNOUNCEMENT 23-03



## TRANSFER OPPORTUNITY

**POSITION:** UNITED STATES PROBATION OFFICER (**PRESENTENCE UNIT**)

**LOCATION:** U.S. Probation Office, Middle District of Tennessee  
Nashville, Tennessee

**LEVEL:** Classification Level CL 27 – CL 28

The United States Probation Office for the Middle District of Tennessee is recruiting for a **current** U.S. Probation Officer who has federal presentence writing experience and wishes to transfer. This position will be stationed in the Nashville office. A lateral transfer is considered for a probation officer's current Classification Level (**up to CL 28**). The agency is unable to match locality pay.

### **PRIMARY DUTIES**

**Investigative Duties:** The incumbent conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record, and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. The incumbent testifies in court as to guideline applications and serves as a resource to the court to facilitate proper imposition of sentence.

**Supervision Duties:** The incumbent supervises and monitors offenders conditionally released by the Courts, the U.S. Parole Commission, and military authorities, to maximize adherence to imposed conditions, reduce risk to the community and to provide correctional treatment. This is accomplished through personal contact with offenders in office and community settings. Offenders' employment, sources of income, life style and associates are investigated to assess risk and measure compliance. Written reports of detected violations are prepared with appropriate court testimony and disposition recommendations.

## **QUALIFICATIONS**

The incumbent must be a **current** U.S. Probation or Pretrial Services Officer in good standing. This includes consistent, high quality past job experience/performance. Completion of a master's degree in a field of study closely related to the position, such as criminal justice, social work, is required. To qualify for a CL 28 position, the incumbent must have at least two years of specialized experience, including at least one year equivalent to work at the CL 27 level. (Specialized experience is defined as progressively responsible experience, gained after completion of a master's degree, in such fields as probation [adult supervision and court experience preferred], pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment). Experience as a police officer, custodial, or security officer, other than any criminal investigative experience, is not creditable. Also, any volunteer or unpaid internship experience is not considered creditable.

## **BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS**

U.S. Probation Officers transferring to another district are not required to undergo a medical examination, drug testing, nor the initial OPM background investigation. However, all applicable standards for the background reinvestigation apply. The Chief U.S. Probation Officer of the receiving district may, at his or her discretion, request drug and/or medical testing be conducted if, through direct observation or objective evidence, finds an officer is unable to perform the essential job functions, as defined in the medical guidelines. Also, at the Chief's discretion, the most recent reinvestigation report completed on behalf of the officer may be examined.

**TO APPLY:** Application must be made on government application form AO 78, Application for Judicial Branch Federal Employment.

The application form may be accessed through our website at  
[http://jnet.ao.dcn/sites/default/files/pdf/AO\\_078.pdf](http://jnet.ao.dcn/sites/default/files/pdf/AO_078.pdf)

U.S. Probation and Pretrial Services  
719 Church Street, Suite 1100  
Nashville, Tennessee 37203  
615-736-5771

Email one single .pdf file with the completed application, cover letter, and resume to [hr@tnmp.uscourts.gov](mailto:hr@tnmp.uscourts.gov)  
(Subject: USPO 23-03 Transfer).

**Non-submission of the required cover letter and/or application form or incomplete application forms will be disqualified from further consideration.**

**Applicants who are selected to be interviewed may be required to submit writing samples.**

- \* The United States Probation Office, Middle District of Tennessee, is headquartered in Nashville with branch offices in Cookeville, Clarksville, and Columbia. Although it is the agency's policy to try to accommodate individual duty station preferences, all employees of the United States Probation Office are subject to transfer to any office in the judicial district, if necessary, to perform the work of the courts.
- \* The U.S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

- \* Applicants must possess a valid driver's license.
- \* This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- \* The office reserves the right to amend or withdraw any announcement without written notice to applicants.
- \* More than one position may be filled from this announcement.
- \* Applications must be received by 5:00 p.m. (Central Time), March 10, 2023, to be considered.

**\*\*THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER \*\***